



## How the P-Card Supports Going Green and other Useful Tips

Virtually everyone knows the general purpose of the Purchasing Card (P-Card), how it simplifies day-to-day purchasing activities and enhances cost-effectiveness for State entities. Here are a few lesser know uses of the P-card that are sure to save time, money and maybe even our planet:

✓ **Supporting Green:**

Did you know that using your P-Card not only saves time and money, but also supports “green” initiatives? Estimates of the transactional cost of the purchase order and payment process range from \$50 to \$250\*. Purchasing Card efficiencies result in savings ranging from 55% to 90% of this transactional cost. The reduction in paper also helps the environment.

✓ **Food and Lodging:**

Within approved spending limits, colleges, universities, and technical schools do not need special approval to purchase the following for official student activities:

- Food and lodging for student activities when on official school business (with the exception of faculty, staff, coaches, other school employees, volunteers, or other persons not related to the school). Documentation must follow guidelines for “group meals” in the State Travel Regulations.
- Food for official research, laboratory animals, or instructional (classroom) use.

✓ **Equipment and Supplies:**

The P-Card can be used for small value purchases of supplies, materials, equipment, or services, where not otherwise prohibited or restricted.

- Equipment – Single units under \$1000 for State Agencies, Commissions, or Boards and under \$3000 for colleges and universities under the authority of the Board of Regents.

Go to the [DOAS Website](http://www.doas.ga.gov) to learn more about P-Card uses and policies. ■

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\* Source: NAPCP